

Marion Technical College
Health Technologies Division
Medical Laboratory Technology Program
Admission Packet

Dear Prospective Medical Laboratory Student:

Thank you for your interest in the Medical Laboratory Technology (MLT) Program at Marion Technical College! Our mission in the Medical Sciences programs is to *provide health students with a personal and professional learning centered education*. We look forward to helping you achieve your educational goals.

As a Medical Laboratory Technician (MLT) you will have an exciting, challenging and dynamic career in addition to good pay. Nationwide, there is a great demand for this job, and our graduates have a recorded job placement of 90-100%. You will be educated to perform clinical tests in a hospital or other clinical laboratory setting which can lead to diagnoses such as infectious mononucleosis, leukemia, diabetes, appendicitis, anemia, and many other diseases and conditions. Your skills can also be used in other job markets such as blood donor centers, laboratories in the veterinary, reference, industrial and environmental areas. An experienced MLT may also expand their career into computer information systems, sales/marketing, education, and supervision within the healthcare industry.

Marion Technical College strives to maintain the highest quality in our training program. Technical courses are taught on campus and are complemented with training at a clinical site. Our program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and will prepare you to take a national certification exam offered by the American Society of Clinical Pathologists (ASCP).

The attached MLT Admission Packet will guide you through the program requirements. The packet contains:

1. MLT General Information
2. MLT Admission Information
3. MLT Program Application
4. Confidentiality Agreement
5. Criminal Background Disclosure
6. Ohio Revised Code Disqualifying Convictions
7. Essential Program Requirements-Technical Standards
8. Educational Research Consent

Please feel free to contact the Medical Sciences Department for further information regarding the Program or to schedule an advising appointment.

Sincerely,

Caitlin Stansbery
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Director, Medical Laboratory Sciences
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740-386-4144

Marion Technical College
Medical Laboratory Technology
General Admission Information

The following information is provided to assist you with the admission process to the MLT program at Marion Technical College. Please read this information carefully.

MTC General Admission: Details of the general admission process can be obtained online at <http://www.mtc.edu/Admission/index.html> or by contacting the Admissions Office at 740-389-4636. The general admission process must be completed to be eligible to apply to the MLT Program.

Accreditation: The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences [NAACLS, 5600 North River Road, Suite 720, Rosemont, IL 60018-5519, 773-714-8880, www.naacls.org].

Program/Class Schedule: The MLT program begins annually each fall term and is designed for completion in five consecutive semesters. To lighten the academic load, students may elect to take arts and sciences degree requirements prior to admission into the MLT Program. Please note, however, the MLT technical courses themselves will take five consecutive semesters to complete. All labs are hands-on in the campus laboratory. Clinicals are scheduled at health care facilities Monday through Friday and may require early morning hours. Students are responsible for their own transportation to and from the clinical site.

Clinical Placement: Enrollment is limited for the MLT Program. Clinical placement is conditional upon site availability. Unanticipated loss of clinical placement may result in delayed clinical course completion, program completion, and graduation award.

Criminal Records Checks: Acceptance into the MLT program is contingent upon completion of a successful criminal background check. Accepted students must contact the Health Technologies Administrative Assistant to schedule an appointment. Details regarding the background check can be accessed by reviewing the Policy and Procedure section of your Medical Sciences Student Handbook. Students must remain free of disqualifying convictions while enrolled in the program.

Drug Screen: Students in the MLT program will be required to submit to drug screenings. Students may also be subject drug screenings for cause. Student will be contacted by Health Administrative Assistant to authorize drug screens. Unauthorized screens will be the financial responsible of the student. Details regarding the screenings can be viewed in the Policy and Procedure section of your Medical Sciences Student Handbook.

Observation Hours: Admission into the MLT program requires documentation of four (4) observation hours in an accredited approved hospital laboratory. Applicants must contact a Medical Sciences Advisor, to discuss the confidentiality, dress, and professionalism requirements to be able to participate in an observation experience. Students must sign a Confidentiality Agreement prior to participation approval.

Educational Research Consent: As part of their educational activities, students in the Medical Laboratory Technology program may take part in phlebotomy (collection of blood samples). All students will be required to sign an Educational Research Consent form. Details regarding this requirement can be viewed in the Medical Sciences Student Handbook.

Essential Functions of the Medical Science Student-Technical Standards: All applicants must demonstrate the ability to perform certain intellectual, conceptual, behavioral, social, motor, and physical requirements within the framework of the standards of the practice of the profession. The applicant must review the Essential Program Requirements in this application packet and sign that they are able to meet these requirements. If an applicant has any concerns regarding their ability to perform these requirements, they may contact a Medical Sciences Advisor. Applicants who feel they need special accommodation for physical, emotional, or learning disabilities must contact the Director of the Student Resource Center at 740-389-4636.

Hepatitis B: Students accepted into the program must complete their first Hepatitis B immunization injection prior to participating in their first technical laboratory course. Please refer to the Hepatitis B policy within the Medical Sciences Student Handbook.

Application Deadline: All requirements for admission must be completed and all documentation submitted to the Health Technologies Administrative Assistant. The first 24 qualified applicants will be admitted to the next available class with a formal letter of acceptance. Once all seats are confirmed in writing, any additional qualified applicants will be placed on a waiting list and will be accepted in accordance with current admission requirements.

MLT Program Admission: To apply for admission into the Medical Laboratory Technology Program, your application file must contain the following:

1. Completed Admission to MTC including application fee and receipt of official final high school transcript and any college transcripts to be considered for course transfer.
2. Minimum accumulative grade point average [AGPA] of 2.5 in high school or college-level coursework. [whichever is most recent]
3. American College Test [ACT] scores with a minimum composite score of 18, or successful completion of college-level required program coursework with a minimum AGPA of 2.5 or higher.
4. Successful completion of the Next Generation Accuplacer tests in reading, writing, and mathematics [algebra] **OR** transfer credits **OR** completion of the following courses:
 - a. Completion of ENG 0970 Reading Enrichment II
 - b. Completion of ENG 0990 Preparation for College Writing II
 - c. Completion of MTH 0910 Mathematical Literacy
5. Completion of high school biology and chemistry with a grade of C or better or completion of SCI1050 Principles of Biology and Chemistry with a grade of C or better.
6. Documentation of a minimum of four [4] hours of observation in an approved medical laboratory with an Observation Validation form. A Confidentiality Agreement must be signed prior to observation.
7. Completion of a successful criminal background check
8. Submission of a successful drug screening
9. Applicant must read the Medical Laboratory Technology Student Handbook located on the program website at <http://www.mtc.edu/health/medlabtech/medlabtec.html>

In addition, students accepted into the program will also be required to complete medical/physical requirements prior to participating in MLT Clinical. Additional testing may also be required during clinical by the affiliate site.

Please contact the Medical Sciences Department to schedule an initial advising appointment to review admissions requirements.

MARION TECHNICAL COLLEGE
MEDICAL LABORATORY TECHNOLOGY (MLT) PROGRAM APPLICATION
_____ 2 year plan _____ 3 year plan

Name _____ PID_MTC _____ FLC _____
Complete Address _____ Phone # _____

Directions: Complete this program application to apply for admission in the Medical Laboratory Technology (MLT) program. Please initial the blanks and submit this application ONLY if you can answer the questions affirmatively (yes).

- ___1. I have been notified that my Marion Technical College Admission file is complete. The file must contain:
___a. MTC application for admission with fee ___b. Final high school transcript or GED results
- ___2. ___ I have taken high school or college level chemistry and biology and received grades of "C" or better. OR (check one)
___ I have received a score of 20 or above on the Science portion of the ACT OR
___ I have successfully completed SCI 1050 Principles of Biology and Chemistry and received a grade of "C" or better.
- ___3. ___ I have achieved a raw score of 263 or above on the Next Generation Accuplacer Statistics Assessment. OR (check one)
___ I have successfully completed MTH 0910 Mathematical Literacy. OR
___ I have received a score of 18 or above on the Math portion of the ACT. OR
___ I have transferred in an equivalent course
- ___4. ___ I have achieved a raw score of 263 or above on the Next Gen Accuplacer Writing Skills Assessment. OR (check one)
___ I have successfully completed the ASPIRE CORD01 College Readiness Course. OR
___ I have received a score of 17 or above on the English portion of the ACT. OR
___ I have transferred in an equivalent course.
- ___5. ___ I have achieved a raw score of 250 or above on the Next Gen Accuplacer Reading Skills Assessment. OR (check one)
___ I have successfully completed the ENG 0970 Reading Enrichment course. OR
___ I have received a score of 18 or above on the Reading portion of the ACT. OR
___ I have successfully completed college level coursework and this requirement has been met. _____ Advisor's Initials
- ___6. I have at least a 2.5 accumulative grade point average and understand I must achieve a "C" or better in all required courses to successfully complete the program.
- ___7. I realize that there are additional requirements for admission to MLT 2090 MLT Clinical and that they must be met by the specific deadline to avoid forfeiture of the Clinical.
___a. medical/physical form completed ___c. signed Responsibility for Treatment
___b. infectious disease testing & updated immunizations ___d. drug screening and liability insurance
- ___8. I understand my clinical site may require additional testing prior to orduring clinical i.e. drug screening, exposure to infectious diseases.
- ___9. I understand I must complete the first Hepatitis B vaccination prior to my first technical laboratory course.
- ___10. I have read and understand the MS Student Handbook policies and requirements. I have had an opportunity to ask questions. I agree to abide by the policies and requirements specified in the Handbook.
- ___11. I am able to meet the Medical Sciences Essential Functions as listed in the MS Student Handbook.
- ___12. I have observed a minimum of 4 hours in a laboratory and submitted an "Observation Validation" form.
- ___13. I have read, understand, and signed the *Educational Research Consent Form*.

I wish to enter the MLT technical course sequence _____ term _____ year. My anticipated year of graduation is _____.

I understand my formal acceptance into the MLT Program is contingent upon a successful criminal background check facilitated by Marion Technical College. I understand that if the MLT courses are filled at the time that I submit this application, I will then be placed on a waiting list and will be accepted into the MLT courses when an opening is available on a first come first serve basis. I certify that the information that I have provided is true to the best of my knowledge. I understand that I am responsible for fulfilling all of the MLT admission and medical requirements.

Applicant's Signature _____

Date _____

Marion Technical College Health Programs
Student Agreement to Respect Confidentiality, Privacy, and Security

Maintaining confidentiality, privacy, and security is a key principle in today's health care setting. The purpose is to promote trust in professional relationships between patient/family members and individuals working in the health care environment, facilitate truthful and complete disclosure of information by patients, and protect patients, health care providers, and health care facilities from harm by preventing disclosure of information. Some information may be harmful to an individual's reputation, personal relationships or employment.

Confidentiality carries the responsibility for limiting disclosure of private matters. It includes the responsibility to use, disclose, or release such information only with the knowledge and consent of the individual. **Privacy** is the right of an individual to be left alone. It includes freedom from observation or intrusion into one's private affairs and the right to maintain control over certain personal and health information. **Security** includes physical and electronic protection of the integrity, availability, and confidentiality of computer-based information and the resources used to enter, store, process, and communicate it; and the means to control access and protect information from accidental or intentional disclosure.

Confidential information includes but is not limited to: patient information, medical records, hospital/medical office information, pharmacy, physician information, employee records, and any situation which may be encountered in the course of your clinical/practicum experience and on campus. Maintaining confidentiality means to share information only with other healthcare professionals who have a "need to know" the information to provide proper healthcare for that patient and/or to conduct business within the health care setting. Obtaining and sharing information in which there is not a "need to know" is a violation of confidentiality. Sharing any information about your clinical practicum site or staff is a breach of confidentiality. To insure confidentiality, privacy, and security, cell phone usage is not permitted during observation hours or while in any professional practice experience.

Information that is a benefit to the learning experience may be shared with an instructor or other students as part of a classroom assignment. Information must exclude patient identifiers/confidential information. As part of a learning experience, this would be considered a legitimate "need to know". Sharing this information outside of class is a breach of confidentiality.

A common way in which information is shared unnecessarily is through casual conversation. Sometimes a patient or a situation is very interesting and information is shared with one's own family, friends, or co-workers who are not involved with that patient. Simply mentioning that you saw an individual in a healthcare setting is considered a breach of confidentiality. Other times, information is shared inadvertently. Two employees, both needing to know information about a patient, discuss the case in the elevator or in the cafeteria, and a visitor overhears the information. This illustrates why it is imperative to limit clinical discussions to non-public areas.

Records such as any part of a patient's chart, are not to be read by individuals other than those having a "need to know". Retrieving information from a computer also falls into this category. A "need to know" refers specifically to work needs. Looking up lab results for a friend or a family member is not acceptable "need to know". Friends and family need to learn of their testing results from the ordering physician.

Agreement requiring student signature:

I, _____ have read the above information regarding confidentiality, privacy, and security and I understand the importance of keeping all information I encounter during observation or a professional practice experience in confidence. I agree to maintain confidentiality in the healthcare site and will not divulge any healthcare information outside the healthcare site. I will not access or try to access patient or healthcare information without the approval of the professional practice site. I understand that cell phones are not permitted during observations or a professional practice experience. I will not remove records, papers, medications or specimens from the healthcare site without permission. I will not take notes of any confidential information and remove it from the healthcare site. I agree that I will not take pictures of patients or of confidential information. I agree to use caution when discussing confidential matters in the healthcare site to avoid being overheard in any public area. I understand that violating this policy may prohibit me from admission to any MTC allied health program, or result in my removal from the professional practice, a failing grade, and dismissal from the program. I will continue to maintain confidentiality, privacy, and security with any information I encounter during my learning experience after I have completed my courses at Marion Technical College.

Print Name: _____

Date _____

Signature: _____

Student ID: _____

**Marion Technical College
Health Technologies Division
Criminal Background Disclosure**

I understand that prior to acceptance into a Health program, I will be subject to a background check including, but not limited to, an analysis of fingerprints and review of all prior criminal records. The criminal background check is facilitated by Marion Technical College and conducted by The Ohio Bureau of Criminal Investigation and Identification and the Federal Bureau of Investigation. Students with certain felony, misdemeanor, or drug-related arrests as specified in the Ohio Revised Code 109.572, will be ineligible for admission into the program.

I understand I am required to self-disclose **any** criminal background prior to admission into the program. Students with **any** criminal background may also be ineligible for admission. Potential employers may require criminal background checks as conditions for employment. Individuals who have been convicted of **any** crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

I understand the submission of any false information to Marion Technical College shall be cause for immediate dismissal from any Health program.

Do you have **any** criminal background? _____ YES _____ NO

Signature of Student

Date of Birth

Printed Student Name

Other Names – Alias

Date

Social Security Number

Ohio Revised Code 109.572
Disqualifiers/Convictions

2903.01	Aggravated Murder
2903.02	Murder
2903.03	Voluntary Manslaughter
2903.04	Involuntary Manslaughter
2903.11	Felonious Assault
2903.12	Aggravated Assault
2903.13	Assault
2903.16	Failing to Provide for a Functionally Impaired Person
2903.21	Aggravated Menacing
2903.34	Patient Abuse and Neglect
2905.01	Kidnapping
2905.02	Abduction
2905.04	Child Stealing
2905.05	Criminal Child Enticement
2905.11	Extortion
2905.11.1	Coercion
2907.02	Rape
2907.03	Sexual Battery
2907.04	Corruption of a Minor
2907.05	Gross Sexual Imposition
2907.06	Sexual Imposition
2907.08	Voyeurism
2907.09	Public Indecency
2907.12	Felonious Sexual Penetration
2907.21	Compelling Prostitution
2907.22	Promoting Prostitution
2907.23	Procuring
2907.25	Prostitution
2907.31	Disseminating Matter Harmful to Juveniles
2907.32	Pandering Obscenity
2907.32.1	Pandering Obscenity Involving a Minor
2907.32.2	Pandering Sexually Oriented Matter Involving a Minor
2907.32.3	Illegal Use of Minor in Nudity-oriented Material or Performance
2911.01	Aggravated Robbery
2911.02	Robbery
2911.11	Aggravated Burglary
2911.12	Burglary
2911.13	Breaking and Entering
2913.02	Theft: Aggravated Theft
2913.03	Unauthorized Use of a Vehicle
2913.04	Unauthorized Use of Property; Unauthorized Access to Computer System
2913.11	Passing Bad Checks
2913.21	Misuse of Credit Cards

- 2913.31 Forgery
- 2913.40 Medicaid Fraud
- 2913.43 Securing Writings by Deception
- 2913.47 Insurance Fraud
- 2913.51 Receiving Stolen Property

- 2919.12 Unlawful Abortion
- 2919.22 Endangering Children
- 2919.24 Contributing to Unruliness or Delinquency of a Child
- 2919.25 Domestic Violence

- 2921.36 Prohibition of Conveyance of Certain Items on to Grounds of Detention Facility or Mental Health or MRDD Facility

- 2923.12 Carrying Concealed Weapons
- 2923.13 Having Weapons While Under Disability
- 2923.16.1 Improperly Discharging Firearm at or into Habitation or School

- 2925.02 Corrupting Another With Drugs
- 2925.03 Trafficking in Drugs
- 2925.04 Shall Not Cultivate or manufacture drugs
- 2926.05 Shall Not Provide Money to Another if the Recipient is to Use the Money to Purchase Any Controlled Substance
- 2925.06 Shall Not Administer, Prescribe, or Dispense any Anabolic Steroid Not Approved by US FDA.
- 2925.11 Drug Abuse, Shall Not Obtain, Possess or Use a Controlled Substance
- 2925.13 Permitting Drug Abuse
- 2925.22 Deception to Obtain Dangerous Drugs
- 2925.23 Illegal Processing of Drug Documents

- 3716.11 Adulterated Food

Marion Technical College Medical Laboratory Technology Program

Essential Functions-Technical Standards

The Medical Sciences programs have a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the programs, and other students participating in the programs. Therefore, certain minimum essential program requirements have been established that must be met, with or without reasonable accommodation, in order to participate in the program and graduate.

Essential Program Requirements also called Technical Standards, are differentiated from academic standards and refer to intellectual, conceptual, behavioral, social, motor, and physical requirements necessary for the satisfactory completion of all aspects of the curriculum.

All applicants to a Medical Sciences program must review the Essential Program Requirements and sign a statement that they have read, understand, and can demonstrate the characteristics stated in the requirements. Applicants and students are evaluated based on their academic accomplishments as well as their physical and emotional demonstration and capacity to meet the full requirements of the program curriculum and to graduate effective healthcare professionals.

Applicants to the program who feel they need special accommodation for physical, emotional, or learning disabilities must contact the Director of the Student Resource Center, at 740-389-4636.

In order to meet the program competencies, an applicant to a Medical Sciences program must demonstrate the following characteristics:

Intellectual/Conceptual (Cognitive)

Applicant must be able to exercise independent judgment. This includes, but not limited to, the following abilities:

- Apply mathematics to successfully complete assignments
- Define problems, analyze data, develop and implement solutions
- Reason and apply sound judgment
- Question logically, recognize and differentiate facts from opinion and illusion, and distinguish the logical from the illogical and relevant from irrelevant
- Participate fully in all laboratory exercises and clinical experiences in the program
- Understand and follow directions
- Apply learned skills and knowledge to new situations
- Communicate effectively in formal and colloquial English in person-to-person, telephone, written and electronic media

Behavioral and Social (Affective Domains)

Applicant must exhibit appropriate professional conduct that includes but is not limited to the following abilities:

- Fulfill commitments and be accountable for actions
- Self-direct, self-correct and be responsible for one's own learning and professional development
- Deal with stress and maintain composure under pressure and time constraints
- Willingly follow directions
- Make decisions and prioritize tasks; work on multiple tasks simultaneously
- Work both independently and in cooperation with others
- Recognize emergency situations and react appropriately
- Maintain professional decorum and composure
- Demonstrate ethical behavior

Motor and Physical (Psychomotor)

In the Medical Sciences programs, certain physical and health requirements are necessary for the applicant to meet the standards of their program. If you have any concerns regarding your ability to perform these standards, please contact Medical Sciences Program Director at 740-389-4636. The applicant must meet the physical demands of the program, which include but are not limited to the following:

- Visual ability to successfully complete tasks within their program which may include: locate patient veins, read computer screens, instrument print-outs, patient documents, prescriptions, and accurately interpret color readings, cloudiness/turbidity, and texture.
- Gross and fine motor control to allow manipulation of equipment used within the program which may include: medical instrumentation, analytical equipment, microscopes, blood collection equipment, computer technology/office equipment, and manipulation of small vials/containers.
- Physical mobility to perform tasks within the program which may include: move freely and quickly from one location to another in such areas as clinical laboratories, patient rooms, pharmacies, treatment rooms, and elevators, assist a patient with walking devices, carry medical equipment to a patient’s bedside and gain access to the patient in a variety of situations.
- Freedom from infectious diseases
- Ability to bend to remove environmental hazards or reagents from the floor
- Lift and move objects up to 50 pounds
- Possess a sense of touch and temperature discrimination
- Ability to hear audible sounds and respond appropriately
- Ability to smell odors indicating unsafe conditions
- Ability to meet the attendance requirements as outlined in program handbook.

I hereby attest that I have read this form, understand the Essential Program Requirements-Technical Standards, and can demonstrate the characteristics stated with or without reasonable accommodations, consistent with the Americans with Disabilities Act.

Print Name: _____

Signature: _____

Date: _____

**Marion Technical College
Health Technologies Division
Medical Laboratory Technology**

Educational Research Consent Form

You are being asked to take part in educational experience in the Health Technologies Division of Marion Technical College. As a student enrolled in the Medical Laboratory Technologies and/or Phlebotomy program you are being asked to review and consent to the following educational studies and activities.

The purpose of this study is to provide students with the theory and hands-on training to perform venipunctures, skin punctures, laboratory testing. Throughout your program, you will be asked to give no more than 4 tubes (30 ml or 1 ounce) of blood at any given time. You may experience some discomfort from the needle when blood is drawn from your arm or finger. Risks associated with drawing blood from your arm or finger may include but not limited to, pain, bleeding, swelling, bruising, lightheadedness, and on rare occasion, infections. Risk of infection is slight since only sterile one-time equipment will be used.

Your participation in the educational research is required. Hands-on training and participation is essential in your educational learning experience. If you do not wish to participate in the process, please see your advisor to discuss alternative career choices. Students submitting a physician signed medical exemption limiting their ability to have their blood drawn would still be required to collect blood specimens from other students.

My signature below means that I have been informed about the educational research activities and have had a chance to ask any questions. My signature below also indicated that I consent to the retrieval and use of my blood sample strictly for educational purposes only for the duration of my program(s).

If you have any pertinent questions regarding the educational research, your rights, and whom to contact in the event of a research-related injury, please see your instructor.

Printed name of participant

Date

Participant's signature

Participant's MTC PowerCampus ID

MS Personnel obtaining consent/printed name

Date